

Health and Human Services Need Assessment

Request for Qualifications – Submitted Questions and Responses

1. *We would like to confirm that by “10 sheets of two-sided, 8 ½” x 11” pages” you mean a total of 20 pages on 10 sheets. Correct?*

Correct – 10 pages with information on both sides.

2. *(A) Page 3 says “Upon selection of a qualified consultant, scope and fee shall be negotiated.” Has the city established a budget for the project? Even giving us a potential range can help us determine how to best meet your needs.*

The current project budget range is \$60,000 - \$70,000.

(B) This amount \$130,000 is within range of what you think the City can spend on this work, or if this amount is beyond the City's budget, would the City be willing to consider a scaled back approach.

The current project budget range is \$60,000 - \$70,000. The city would be willing to consider a modified approach that meets the budget range.

(C) Do you want consultants to submit a budget?

As this is a request for qualifications, a budget is not required. The scope of work and related budget will be negotiated after the consultant is selected.

(D) Please confirm that a proposed assessment budget does not need to be submitted as part of our response to the RFQ.

Correct. A budget is NOT required as part of the qualification submittal.

3. *When was the last time a demographic profile of the Sammamish community was done? Can you share the results?*

The most current Sammamish Community profile was completed in January 2014 and more information may be found in the Sammamish Comprehensive Plan Introduction Element Background document located at

<http://www.codepublishing.com/WA/Sammamish/?SammamishCP/SammamishCP.html>

However, this does not address the annexation of Klahanie (estimated additional population of 11,000) which occurred earlier this year.

4. *Do you have a project end date in mind?*

No specific deadline, but targeting by end of third quarter.

5. *The City of Sammamish budget references a community needs assessment and a statistically valid survey. Do you want the survey included in the needs assessment approach or is this a separate piece of work?*

Please include in needs assessment approach.

6. *Is the Implementation Strategy specifically for the City or is it meant to include providers and programs as well?*

It would include providers and programs as well as what the City would provide directly. This would illustrate opportunities to possibly partner with providers and supports our current model of acting as a clearing house to provide information about providers and programs.

7. *What is expected role of the HHS committee and task force?*

The HHS committee is comprised of three City Council members and this group would be apprised of the project as it progressed with some review and input opportunities in regards to the final document.

The HHS Task Force will play a more involved role – being active in the consultant selection process, available for supporting community engagement, reviewing and providing input for draft and final documents as well as being reported to throughout the process.

8. *Is the project manager to be hired by the City?*

The project manager is a current City of Sammamish employee.

9. *Should the community profile include health data as well as demographic data?*

This determination would be at the recommendation of the consultant.

10. *Who is anticipated to implement the final plans – the City of Sammamish and/or community stakeholders?*

The final plans likely be led by the City of Sammamish, but with a heavy reliance on community partners to assist on actual implementation of the programs. The City is also open to the recommendations developed by the consultant during this process.

11. *The project experience portion of the submittal contents asks for previous projects' budgets. To honor the contractual agreement with our previous clients, would it be possible to provide a budget range for similar projects? References could then be contacted and could disclose budget information.*

A range is appropriate for previous project budgets. If necessary, during the reference contacts more accurate budget allocation could be disclosed at the discretion of client.